

The Village of Bloomdale is looking for dedicated Village Maintenance Personnel to join our team and help us achieve a clean and safe village. In this role, you will be responsible for, but not limited to, the responsibilities and duties listed below.

Key Responsibilities:

- **Repairs and maintenance:** Performing routine and emergency repairs on building systems such as HVAC, plumbing, electrical, and mechanical equipment.
- **General upkeep:** Completing general building maintenance, such as carpentry, painting and minor repairs to structures and fixtures.
- **General maintenance of public areas:** Streets, such as patching potholes, sweeping, painting crosswalks and parking spot lines, removing leaves, snow, and ice; landscaping, mowing, tree-trimming; cleaning parks and restroom facilities; maintaining and preparing athletic fields; cleaning and repairing storm drains; repairing exterior structures.
- **Preventative maintenance:** Conducting scheduled maintenance on machinery, equipment, and systems to prevent breakdowns and ensure optimal performance.
- **Troubleshooting:** Inspect, test, and diagnose faults in equipment.
- **Equipment operation:** Using a variety of tools, including common hand and power tools, to fix, replace, or repair equipment and parts.
- **Record keeping:** Maintaining logs and records of all maintenance and repair work performed.
- **Safety:** Adhering to safety protocols and using proper safety gear when

Key skills and qualifications:

- **Problem-solving:** Ability to analyze situations, troubleshoot problems, and make sound judgments to find effective solutions. Ability to manage multiple tasks; prioritize tasks effectively.
- **Physical stamina:** Capacity to perform physically demanding tasks, including lifting heavy objects, and in possibly inclement weather; dexterity skills to perform manual tasks and working with tools.
- **Communication:** Ability to work well with a team and communicate technical issues to non-technical staff; communicate with outside vendors.
- **Education:** Requires a high school diploma or equivalent, with vocational training, apprenticeships, or technical certifications being advantageous. A valid driver's license may is required; a CDL is also advantageous.

Compensation and Benefits:

- Hourly wage will vary based on experience, licenses, and certifications
- Six paid holidays annually; sick leave and vacation time to be earned
- Flexible schedule may be available
- Use of Village vehicle, cell phone, and tools & materials
- Standard 40-hour week, Monday through Friday; a rotating on-call schedule for emergencies could involve early mornings, late evenings or weekends; must be available for occasional overtime with advance notice
- Monthly attendance at Council meetings is required; progress reports to Mayor and Village Council members

Application Procedure:

* Interested applicants should e-mail a Letter of Interest and a Resume to: kaileyk16@gmail.com